

32 Process Improvement Network-PIN Metric

32.1 PIN Metric Overview

The Defense Contracting Management Command (DCMC) provides contract administration services throughout the world. The two (2) Process Improvement Network (PIN) screens are for information such as type, description and comments (wisdom and advice) regarding process improvement projects. **Screen 1 is shown in Figure 32-1.**

Note: Currently, you cannot enter certain special characters (e.g., apostrophes and semicolons) into some data boxes.

Process Improvement Network (Screen 1 of 2) For Official Use Only

File Edit Functions Administration Help

Record No.: Date Last Changed:

Type of Record:

- ☐ Process Improvement New Initiative
- ☐ Benchmarking Project
- ☐ Wisdom and Advice
- ☐ Advice for Customers
- ☐ Innovative Practice Nomination

PLFA: SLFA: Tertiary Code:

Organization:

PLAS: Est. Completion Date:

Process:

Project Description/Statement of Objective:

Figure 32-1 Process Improvement-Metric Screen 1

32.1.1 To Add or Create New Record



Insert
Icon

1. To add (insert) a new record, click the **Insert** icon on the tool bar or select **File: New** from the menu bar. The system prepares the screen for you to enter the requested information.
2. Enter the requested information, then save your work.

32.1.2 To Move to the Next Screen



Next Page
Icon

After you enter the information requested on screen 1, click the **Next Page** icon on the tool bar or select **Edit: Next Page** from the menu bar to open screen 2.

32.1.3 To Move to the Previous Screen



Previous
Page Icon

You can return to a previous screen by clicking the **Previous Page** icon on the tool bar or selecting **Edit: Previous Page** from the menu bar.

32.1.4 To Add Multiple New Records



Cancel
Icon

If you have to enter multiple new records, enter one record. Then save the current record by clicking the **Save** icon on the tool bar or selecting **File: Save** from the menu bar. Then to clear the screens for your next new record, either click the **Cancel** icon or select **File: Cancel**.

or

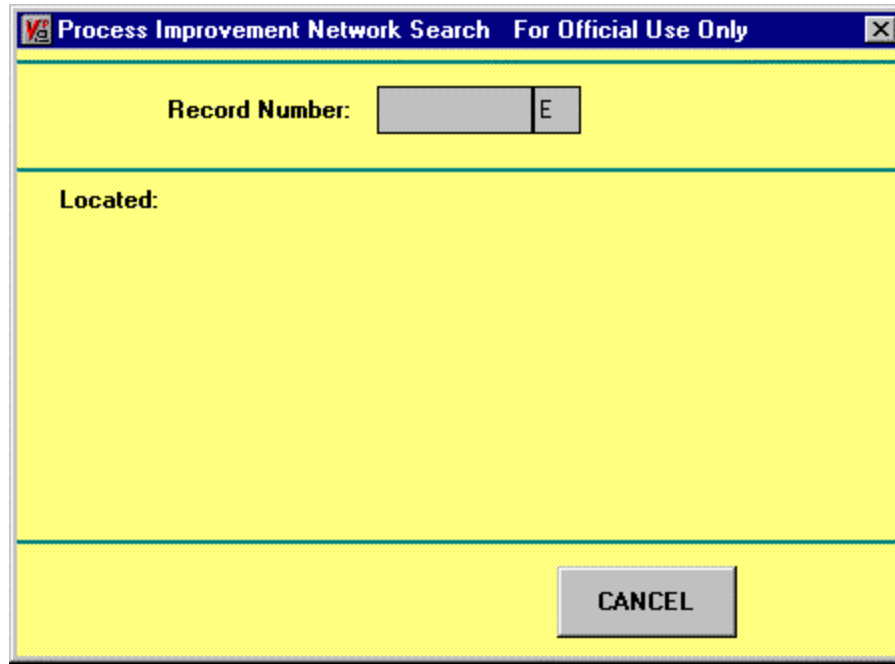
Click on the **Insert** icon on the tool bar or select **File: New** from the menu bar. A message box appears informing you that unsaved changes exist, and asking you if you want to save them. Click **Yes** to save. If you click **Yes**, a message informs you of a successful save. Click **OK** to close this message. The system prepares the screen for another entry. (Or click **No** on the unsaved changes message box if you do not want to save. Or click **Cancel** to return to the current record instead of inserting a new one.)

32.1.5 To View or Edit Existing Record



Search
Icon

1. Click the **Search** icon on the tool bar or select **File: Open** from the menu bar. When you do, a Search window (Figure 32-2) appears.



The image shows a pop-up window titled "Process Improvement Network Search For Official Use Only". The window has a yellow background. At the top, there is a label "Record Number:" followed by a text input field containing the letter "E". Below this, there is a large empty rectangular area labeled "Located:". At the bottom right of the window, there is a button labeled "CANCEL".

Figure 32-2 Process Improvement Network Search Pop-Up Window

2. Type in the numeric part of the desired **Record Number**.
3. Press **Tab** or **Enter**. The cursor moves to the right.
4. The District identifier (**E** for **E**ast, **W** for **W**est or **I** for **I**nternational) will be autopopulated based on the Login ID. This value may be changed (or deleted) for the search if desired. You can also enter the last digit of the record number after the letter, but it is not required.

5. Press **Tab** or **Enter**. (Or press **Tab** or **Enter** again without changing the identifier.) The **OK** button appears. The application searches for matching records. Matching records are displayed on the bottom of the Search window (Figure 32-3).

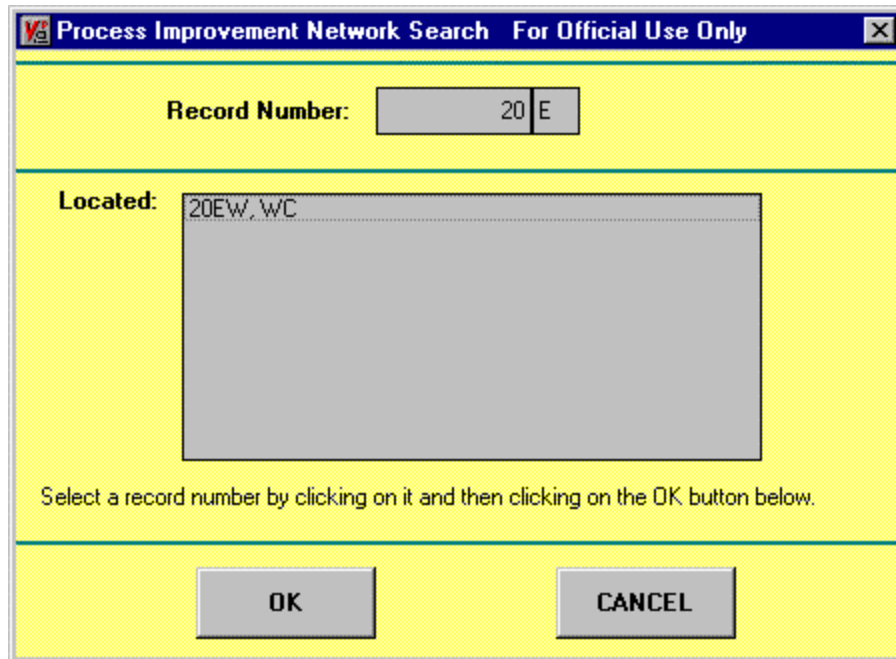


Figure 32-3 Process Improvement Network Search Results Pop-Up Window

6. Select (click on) the one you want.
7. Click **OK**. Information associated with the record you selected is displayed on the Process Improvement Network screens.
or
Click **Cancel** to close the Search window.

Note: If no record is found matching the information you entered, a pop-up window appears (Figure 32-4). Click **OK** to close the window. You can then choose to search for a record again, add a record, go to another Metrics function or exit the Metrics application.

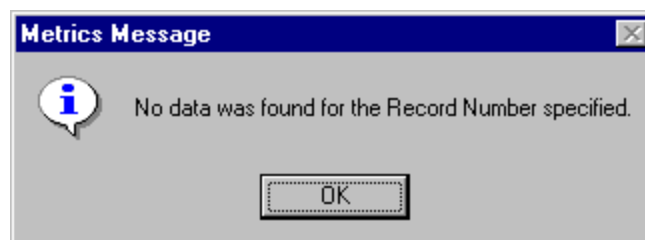


Figure 32-4 No Data Found Pop-Up Message

32.2 Process Improvement Network Screen 1 of 2

The eleven (11) data fields on Process Improvement Network screen 1 (Figure 32-5) are for the type of process improvement project, project information and the expected completion date for the improvement process. When the Process Improvement Network screen 1 opens, you can either insert a new record (Section 32.1.1) or search for an existing one to open (Section 32.1.5). The delete procedure is explained in Chapter 6.

Note: There are required elements on screen 2 which must be entered prior to saving the record.

Process Improvement Network [Screen 1 of 2] For Official Use Only

File Edit Functions Administration Help

Record No.: 32.2.1.1 Date Last Changed: 32.2.1.2

Type of Record: 32.2.1.3

☐ Process Improvement New Initiative
 ☐ Benchmarking Project

☐ Wisdom and Advice
 ☐ Advice for Customers

☐ Innovative Practice Nomination

PLFA: 32.2.1.4 SLFA: 32.2.1.5 Tertiary Code: 32.2.1.6

Organization: 32.2.1.7

PLAS: 32.2.1.8 Est. Completion Date: 32.2.1.10

Process: 32.2.1.9

Project Description/Statement of Objective: 32.2.1.11

Figure 32-5 Process Improvement Network Screen 1 Fields
 Note: Numbers in data boxes indicate corresponding section numbers.

32.2.1 Fields for Process Improvement Network Screen 1 of 2

32.2.1.1 Record No.

This protected data box is for the unique sequential identifier (5 digits) that the system generates and displays.

32.2.1.2 *Date Last Changed*

This is for the date on which the record was last changed, that the system displays as the current date. It is a protected data field.

Note: This date changes **whenever the record is saved**. It does not change if the record is opened for review, but not resaved.

32.2.1.3 *Type of Record*

Indicate the type of information being entered for this record by selecting the circle in front of one of the following: **Process Improvement New Initiative**, **Benchmarking Project**, **Wisdom and Advice**, **Innovative Practice Nomination**, or **Advice for Customers**. If you select **Advice for Customers**, two additional types of advice appear as a drop-down list: **(Advice): Innovative Practice** and **(Advice): Wisdom and Advice**. You must select the appropriate type of advice for the customer. This is a required field.

32.2.1.4 *PLFA*

This protected data box is automatically populated with the district code (2-5 alphanumeric characters) associated with the name entered during the login procedure.

32.2.1.5 *SLFA*

This protected data box is for the SDW/SICM code (2-5 alphanumeric characters) that identifies the Contract Administration Office (CAO). It is automatically populated based on the Username entered during the login procedure.

32.2.1.6 *Tertiary Code*

Select the Defense Contract Management Office (DCMO) identifier, if available, from this drop-down list.

Note: The Tertiary Codes listed depend on which ones, if any, your CAO has entered; therefore, the list box may be empty. **Chapter 31 explains how to add valid Tertiary Codes to this list.** The Tertiary Code is not a required element but may be added via the administration function if desired.

32.2.1.7 *Organization*

This protected data box is automatically populated based on the Contract Administration Office (CAO) shown in **SLFA (32.2.1.5)**.

32.2.1.8 *PLAS*

Select (click on or highlight) the code and name from this list that identifies the *DCMC One Book* chapter associated with a Defense Contract Management Command (DCMC) or contractor process. This is a required field for each **Type of Record (32.2.1.3) except Advice for Customers**.

32.2.1.9 Process

Enter the subject or process (up to 50 alphanumeric characters) that has been targeted by the team for improvement. This is a required field.

32.2.1.10 Est. Completion Date

Enter the date (MMDDYY, MM/DD/YY or DD-MON-YYYY format) on which you anticipate that the improvement process will be concluded. This is a required field. This date must be the same as or later than the Current Date (Est. Completion Date \geq System Date).

32.2.1.11 Project Description/Statement of Objective

Enter a brief, concise description (up to 250 alphanumeric characters) of the subject or process that is targeted for improvement. This is a required field.

Note: If you enter more than the allowed number of characters, a message pops up when you **Tab** out of the text box. You must then edit the text so that it contains no more than the maximum allowed number of characters before you can save the record.

32.3 Process Improvement Network Screen 2 of 2

Process Improvement Network screen 2 (Figure 32-6) has six (6) fields for information pertaining to the Point of Contact (POC), whether or not an innovative practice was approved, and comments regarding wisdom and advice.

Process Improvement Network [Screen 2 of 2] For Official Use Only

File Edit Functions Administration Help

POC/Process Specialist: 32.3.1.1

Innovative Practice Approved: ☐ Yes ☒ No 32.3.1.2

POC Commercial Phone: 32.3.1.3

POC DSN Phone: 32.3.1.4

POC E-mail: 32.3.1.5

Wisdom and Advice:

0

Figure 32-6 Process Improvement Network Screen 2 Fields

Note: Numbers in data boxes indicate corresponding section numbers.

32.3.1 Fields for Process Improvement Network Screen 2 of 2

32.3.1.1 POC/Process Specialist

Enter the name (up to 30 alphanumeric characters) of the point of contact (POC) or process specialist for the subject or process targeted for improvement. This is a required field for each **Type of Record** except **Process Improvement New Initiative** (32.2.1.3).

32.3.1.2 **Innovative Practice Approved**

This is to indicate whether or not an Innovative Practice Nomination has been accepted. It is automatically set to **No** and can only be changed to **Yes** by **Headquarters (Superusers)**.

32.3.1.3 **POC Commercial Phone**

Enter the commercial telephone number (10-26 digits) of the for the point of contact (POC) or process specialist. If you enter ten (10) digits, the number is automatically formatted as xxx-xxx-xxxx. If you enter 11-26 digits, the number appears exactly as you type it. This is a required field for all types of records except Process Improvement New Initiative (32.2.1.3).

32.3.1.4 **POC DSN Phone**

Enter the Defense Switched Network (DSN) number (7 or 10-15 digits) of the point of contact (POC) or process specialist. If you enter seven (7) digits, the number is automatically formatted as xxx-xxxx. If you enter ten (10) digits, the number is automatically formatted as xxx-xxx-xxxx. If you enter 11-15 digits, the number appears exactly as you type it.

32.3.1.5 **POC E-mail**

Enter the Internet E-mail address (up to 60 alphanumeric characters) for the point of contact (POC) or process specialist.

Note: The single quote character (') and the semicolon (;) are not valid in this field. If you enter a single quote (') or a semicolon (;) in this field, an error message will appear when you tab off the field or attempt to save.

32.3.1.6 **Wisdom and Advice**

Enter any information (up to 2,000 alphanumeric characters) found beneficial while conducting the subject or process improvement process. You may type this information in *Word*, copy it, and then paste it in this scrolling text box. See Appendix C for more information on using *Word* to cut and paste. This is a required field for all types of records except Process Improvement New Initiative (32.2.1.3).

Note: If you enter more than the allowed number of characters, a message pops up when you **Tab** out of the text box. You must then edit the text so that it contains no more than the maximum allowed number of characters before you can save the record.
